

**ATHENS REGIONAL LIBRARY BOARD
2020 ATTENDANCE RECORD**

	January	April	July	October
Cindy Bryant	Absent	X	X	X
Mark Campbell	X	X	X	X
Julie Darnell	X	X	X	X
Ruth Vernitico	X	X	X	X
Karen Harrison	X	Absent	Absent	Absent
Ian Thomas	X	X	X	x
Rubielen Norris	Absent	X	X	X
Ramona Booth	X	Absent	A	A
Harry Rice	Absent	X	X	X
Howard Shapiro	X	X	X	A
Rita Shoemaker	X	X	X	X
John Timmons	X	X	X	X
Jean Westmacott	X	X	X	x
Fred Lutz		X	X	X
<i>Debbie Flowers</i>	X	X	A	A

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of January 16, 2020 Meeting

Athens-Clarke County Board Room 3:30 pm

Meeting was called to order at 3:35 p.m. by Chairman Westmacott. Present were Ms. Booth, Mr. Campbell, Ms. Darnell, Ms. Flowers, Ms. Harrison, Mr. Shapiro, Ms. Shoemaker, Mr. Thomas, Mr. Timmons Mr. Vernitico and Ms. Westmacott. Absent were Ms. Bryant, Ms. Norris, and Mr. Rice. Staff attending was Ms. Bell, Ms. Eades, Ms. Fike, Ms. Mayfield, Ms. Mead, Ms. Moncrief, and Ms. Plaksin.

Resolution:

Due to the recent passing of Trustee William (Bill) Prokasy, the Board would like to consider awarding Mr. Prokasy emeritus status. Motioned: Mr. Campbell, Seconded: Ms. Harrison, Unanimously Approved.

The Minutes of October 17, 2019 board meeting were unanimously approved. (Moved by Mr. Campbell, Seconded by Mr. Shapiro)

The adoption of current Agenda was unanimously approved (Moved Mr. Shapiro, Seconded by Mr. Timmons)

Public Comment - None

Financial Report:

- FY20 2nd Quarter Financial Report unanimously accepted.

Regional Reports

Athens-Clarke County:

November vote approved the new SPLOST on the ballot so the East Side Branch is funded. No location has been set to date but the process is ongoing.

The new FY2021 Athens-Clarke County Budget has been sent to the county for review and hopeful approval. It includes Salary - full and part time employees, Social Worker to continue the Trauma Informed Library Service, and additional Security.

Toby Mayfield has started the new Athens-Clarke County Student Card program. It was tested at Live Oak Library System and will eventually go state wide so all enrolled students may receive a library card.

Franklin County:

The libraries have added an additional 10 new Children's Programs and 16 new Adult Programs to services provided.

The Mystery Theater fund raiser sold out at both library branches and will be considered again. Excellent turnout.

Royston's garden at the library is well underway. The City of Royston gave permission to use the land and a local farmer has been helping to improve the area. There will be a section with bees and hives. Some staff will be trained to handle the bees. There is a concern about the bees and public but it will be fenced in and signs will be placed to notify public bees are in the area. The Royston Library would like to ask for the approval to continue with the garden and

keep bees on the premises.

Motion to allow Children's Garden and Bee Keeping on the grounds of the Royston Library Branch. Motioned: Mr. Timmons, Seconded: Ms. Booth, Unanimously approved.

Madison County:

Our programs have been very well attended through the last quarter; 66 Adult programs attended by over 500 patrons and 141 Children programs attended by over 3300 patrons. Including an offsite visit to our Senior Center for singing.

A demonstration by the new voting machines for the State by the County Board of Elections drew a tremendous amount of effort.

Royston Friends of the Library have secured 3 authors for speaking engagements.

Oconee County:

Bogart Branch hosted a Legal Pop-up Clinic.

Watkinsville Branch Friends of the Library Book Sale is scheduled for February 6-8, 2020.

There are two representatives from our branches attending PLA Conference in February.

A new 3D printer is housed at the Oconee County Branch and available for Bogart branch use.

Oconee County has 5 new Trustees appointed to the Board.

Discussion is underway for new construction SPLOST on the ballot for November 2020.

There is one new trustee appointed to the Regional Board - Rubilene Norris as we are awaiting one more appointee to fill the empty position.

Oglethorpe:

- We were very pleased when Branch Manager, Austin Jenkins, was selected for the 2019 Staff Distinction Award at the ARLS Staff Development Day this past November. He also did a great presentation at the Rotary Club of Oglethorpe County meeting on November 8. Austin is now serving on the Complete Count Committee for the 2020 Census.
- The Oglethorpe County Library Board of Trustees has elected new officers for the 2020-21 term - Ruth Vernotico as Chair, Bill Cabaniss as Vice Chair and Jean Westmacott as Financial Officer. Ruth Vernotico will be our representative to the ARLS board, replacing Kate DeWolf.
- The library was repainted and bathroom fixture repairs were done thanks to an MRR grant matched by county funds. We are delighted to hear our library will be receiving a 3-D printer!
- The new Burger King which has opened in Lexington used the library meeting room to conduct their job interviews, and used library computers for selected staff training.
- Friends of OCL reorganized their meeting dates to occur the months following the regular board of trustees' meeting to respond more quickly to local and regional board information.
- The library is again hosting the Energy Assistance Program (November to May), which provides a great introduction to the library for many of those attending. Overall the library has hosted 238 public programs in 2019.
- The library has filled the custodial vacancy with a company that is working well.
- Jean Westmacott presented a solar energy installation possibility with a study submitted by Robert Cuttino, a solar energy consultant in Gainesville, Georgia.

Director's Report:

We are requesting review of an updated Patron Behavior Policy to the ARLS Board of Trustees for review. This update will allow patrons to bring a suitcase no larger than 3 feet tall into the building.

We have a possible new carrier through Chastain & Associates Insurance. We believe that

Chastain will provide a better comprehensive package for us as we move into the future of library service. Our current policy with Boswell ends on March 1, 2020. I am seeking your approval to negotiate the new policy and have the Finance Committee review and approve to bind the System to the new policy and ratify the notion at the April meeting.

Legislative ("Hot Dog") Day at the Georgia Capitol will be held on March 10, 2020. It is a time to meet with our legislators and thank them for their support of libraries. Please let us know if you are interested in attending with me.

The Athens-Clarke County Library will be hosting a Library Trustee Board training class on Tuesday, February 18th from 5:30 to 7:30. State Librarian Julie Walker will be our instructor. Please let us know if you will be attending.

Part of our Staff Development Day included an activity to further our Strategic Development Plans. The information we gathered will be used in the final plan that is created.

We hosted a tour of 19 delegates from the Shanghai Administration Institute on October 31. They spent almost three hours with us discussing the role of the public library in the United States.

During the last quarter, the Georgia Public Library Service held a contest in celebration of PINES 20th anniversary. The contest was to create a new limited design for the State's PINE Library Card. I am very pleased to share that the winner of the statewide contest is Oconee patron Megan Weatherford.

Old Business: None

New Business:

Approve the Library Director to negotiate terms for a new insurance policy.

Approve the binding of new insurance policy to the Finance Committee with ratification at the April 16, 2020 Board of Trustees meeting.

Approve the updated Meeting Room Policy.

Approve the updated Patron Behavior Policy.

Approve Calendar Year 2020 Mileage Rate reimbursement as authorized by State of Georgia Government.

Approve adjustment for Scheduled Regional closings to include Friday, July 3, 202 due to policy 1.1 Holidays & Leave of ARLS Personnel Policy.

Announcements: None

Adjourn

With no further business, Chairman Westmacott called for adjournment at 4:30pm. (Motioned by Mr. Shapiro, Seconded by Me, Thomas, Unanimously approved)

Board Actions

Move to approve the Library Director to negotiate terms for a new insurance policy.
Motioned: Mr. Campbell, Seconded: Ms. Booth, Unanimously Approved.

Move to approve the binding of the new insurance policy to the Finance Committee with ratification at the April 16, 2020 Board of Trustees meeting.
Motioned: Mr. Shapiro, Seconded: MS. Darnell, Unanimously Approved.

Move to approve the updated Meeting Room Policy.
Motioned: Ms. Darnell, Seconded: Mr. Timmons, Unanimously Approved.

Move to approve the updated Patron Behavior Policy.
Motioned: Mr. Shapiro, Seconded: Mr. Vernotico, Unanimously Approved.

Move to approve Calendar Year 2020 Mileage Rate reimbursement as authorized by State of Georgia Government.
Motioned: Mr. Timmons, Seconded: Mr. Campbell, Unanimously Approved

Move to approve adjustment for Scheduled Regional closings to include Friday, July 3, 202 due to policy 1.1 Holidays & Leave of ARLS Personnel Policy.
Motioned: Ms. Booth, Seconded: Ms. Darnell, Unanimously Approved

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of April 16, 2020 Meeting

Virtual Meeting through Zoom 3:30 pm

Meeting was called to order at 3:36 p.m. by Chairman Westmacott. Present were Ms. Bryant, Mr. Campbell, Ms. Darnell, Ms. Flowers, Mr. Lutz, Mr. Rice, Mr. Shapiro, Ms. Shoemaker, Mr. Thomas, Mr. Timmons Mr. Vernitico and Ms. Westmacott. Absent were Ms. Bryant, Ms. Norris, and Mr. Rice. Staff attending was Ms. Bell, Ms. Bowden, Mr. Bush, Mr. Deal, Ms. Eades, Ms. Fike, Ms. Green, Ms. Mayfield, Ms. Mead, Ms. Moncrief, Ms. Plaksin, and Ms. Shull.

The Minutes of January 16, 2020 board meeting were unanimously approved. (Moved by Mr. Shapiro, Seconded by Mr. Timmons)

The adoption of current Agenda was unanimously approved (Moved Mr. Vernitico, Seconded by Mr. Shapiro)

Public Comment - None

Financial Report:

- FY20 3rd Quarter Financial Report unanimously accepted.

Regional Reports

Athens-Clarke County:

- The Board has agreed to fund staff through the end of the Fiscal Year 2020.
- The library has offered various supplies to Athens-Clarke County such as computers, sewing machines, etc. The mayor and commissioners were very appreciative for the generous offers.
- The library staff made a very quick change from hands on to virtual to allow access to library materials and programming.

Franklin County:

- The Board agrees to fund staff through the end of the Fiscal Year 2020
- Franklin County School Board is very thankful for the Wi-Fi available to the students so they are able to complete their school work.
- The local newspaper had an article about all the services the library was offering including Wi-Fi, virtual programs, and online services.

Madison County:

- The two branches have offered over 51 programs, windows tutorials, 122 youth programs, and will host a virtual homeschool hangout until patrons can get back together.
- The Friends of the Library had two authors and the book sale.
- The Board will pay the branch staff until the end of the Fiscal Year 2020.

Oconee County:

- Watkinsville Friends of the Library held a Valentine's Big Band Fundraiser.
- Rebecca Ballard and Donna Butler attended PLA National Conference in Nashville, TN.
- Rebecca Ballard has been nominated for the I Love My Librarian Award.
- Kara Carnes, Branch Manager has resigned her position. She will be moving out of the area at the end of May. She will be missed.
- The Board appreciates our staff with everything they have accomplished during the Covid19 outbreak and will continue to pay the staff through the end of Fiscal Year 2020.

Oglethorpe:

- Prior to closure, there were two new public computers added to the library and all existing computers were upgraded.
- The Board had a discussion about gun safety for the library.
- Since the closure, patrons have been seen in the parking lot using the Wi-Fi.
- Also the virtual additions to the website have been wonderful.
- The Board has also voted to pay staff until the end of June 2020.

Director's Report:

- I would like to thank the Resource Team turning our library system from a brick and mortar facility into a virtual library. Not an easy task to turn a ship very quickly but they did it in four short weeks with grace and style. The Library facilities closed to the public on Sunday, March 15, 2020. Since that time we have moved many of our resources, programs and services to a virtual platform.
- Reorganized our web presence
- Reorganized our social media presence
- Ordered the increased purchase of electronic materials (80%increase). We have added nearly 200 new titles across the Region.
- Pulled together a trusted list of resources about COVID-19 which is now published on our website.
- Organized a Region wide Story time schedule (every weekday at 10:30am) these have proven very popular with patrons with views over 1,000 times.
- Began to offer a Reference Chat across the region so that patrons can ask questions.
- Developed and Published an FAQ for the webpage to answer frequent questions.
- Compiled Election Resource Page
- Resource Team meetings twice per week to discuss current services and plan new services.
- Help preserve the Regions COVID story, we are collecting and digitizing stories, vignettes, video's, photos or voice taped thoughts or feelings submitted by community members.
- The Business Office conducted our Annual Audit (Agreed Upon Procedures - AUP) with Terry Masters, CPA. According to our AUP, from now on we must pass a temporary budget prior to the start of the fiscal year. That means at the April meeting. A more specific FY21 budget will be presented for vote during the July meeting, when we have more of an idea of COVID impact on our libraries.
- Part of our restricted funds for the new library van was to have it "wrapped" so that it could be used almost like a mobile billboard. Because of COVID, we have stopped all supplementary spending including the completion of the project. However, we have received a quote for the work of \$3525. I recommend that we move forward with this expense. Over the next few months, we don't know how our library services will be provided. It could be that we use the van for some extended services with Wi-Fi hotspots

and books to outlying areas.

- We will be spending a good deal of the Regional supplies budget on PPE for returning staff. We have already done that with the purchase of wipes, gloves, and disinfectants. More of these will be needed along with masks.

Old Business: None

New Business:

- Acceptance of AUP (Audit Upon Procedures) Unanimously Approved (Moved by Mr. Timmons, Seconded by Mr. Rice)
- Approval of FY2021 Budget Unanimously Approved (Moved by Mr. Campbell, Seconded by Mr. Timmons)

Announcements: None

Adjourn

With no further business, Chairman Westmacott called for adjournment at 4:27pm. (Motioned by Mr. Campbell, Seconded by Ms. Shoemaker, Unanimously approved)

Board Actions

Move to approve the Library Director to negotiate terms for a new insurance policy.
Moted: Mr. Campbell, Seconded: Ms. Booth, Unanimously Approved.

Move to approve the binding of the new insurance policy to the Finance Committee with ratification at the April 16, 2020 Board of Trustees meeting.
Moted: Mr. Shapiro, Seconded: MS. Darnell, Unanimously Approved.

Move to accept the AUP (Audit Upon Procedures).
Moted: Mr. Timmons, Seconded: Mr. Rice, Unanimously Approved.

Move to approve the FY2021 Budget.
Moted: Mr. Campbell, Seconded: Mr. Timmons, Unanimously Approved.

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of July 16, 2020 Meeting

Virtual Meeting through Zoom 3:30 pm

Meeting was called to order at 3:36 p.m. by Chairman Westmacott. Present were Ms. Bryant, Mr. Campbell, Ms. Darnell, Mr. Lutz, Ms. Norris, Mr. Rice, Mr. Shapiro, Ms. Shoemaker, Mr. Thomas, Mr. Timmons Mr. Vernotico and Ms. Westmacott. Absent was Ms. Booth. Staff attending was Ms. Bell, Mr. Bush, Ms. Fike, Ms. Green, Ms. Mayfield, Ms. Mead, Ms. Moncrief, Ms. Plaksin, and Ms. Shull.

The Minutes of April 16, 2020 board meeting were unanimously approved. (Moved by Mr. Thomas, Seconded by Mr. Rice)

The adoption of current Agenda was unanimously approved (Moved Mr. Thomas, Seconded by Mr. Timmons)

Public Comment - None

Announcement

Chairman Westmacott presented Valerie Bell and staff with flowers on behalf of the Personnel Committee for a sincere Thank You for making it through a difficult situation due to the pandemic.

Financial Report:

- FY20 4th Quarter Financial Report unanimously accepted.
- Final FY2021 Budget unanimously approved. (Moved by Mr. Lutz, Seconded by Mr. Campbell)

Regional Reports

Athens-Clarke County:

- Approved Budget for FY21. The county was able to give a pay increase for staff.
- Approved continued teleworking in order to maintain block schedule due to pandemic.
- Opening for computers was put on hold due to recent rise in active new cases of Covid-19.
- Considering a hearing loop to be placed in public meeting spaces requested through public comment by Mr. Tim Penning. Applied for grant for funding.
- Curbside service, virtual programming is all going well.

Franklin County:

- Approved continued teleworking in order to maintain block schedule due to pandemic.
- Received a grant for Curious Gardiners for \$10,000 from Georgia Power. It will be used to build a shed and purchase tools for the library's garden.
- Approved Budget for FY21 - We may have to take money out of reserves because the Board of Education has pulled its funding. A meeting is scheduled to speak with the Superintendent.

Madison County:

Continual virtual storytime is going well
Staff is working in the library to get ready to open if possible and continues their training.
The American Red Cross held blood drives in April & June at the library.
Friends of the Library is selling books online.
The gutters have been cleaned and the building has been pressure washed by volunteers.

Oconee County:

We are proud to announce the new manager of Watkinsville and Bogart is James Mitchell. He joins us from Cobb County Public Library and we are very excited to have him.
Working with budget issues as City of Watkinsville decreased their funding but Oconee County was able to increase their funding.
Friends of the Library are taking donations at a remote parking lot of library on Sundays.

Oglethorpe:

Friends of the Library are paying past due fines for patrons from 2018. No new fines are accruing.
Approved continued telework until January 1 2021.
A number of current Board members will be leaving at the end of 2020 including Ruth Vernitico our current Chair.
Jean Westmacott has had meetings with the Board of Commissioner concerning additional funding.

Director's Report:

- We have good news from the state. The State legislature voted, and the Governor signed the budget which reinstates **\$.35 per capita for materials**. For ARLS, this means \$84,427 up from FY2020 \$82,166 for the purchase of library materials.
- GPLS through an IMLS grant secured funding for some **COVID related supplies**. As part of this grant, ARLS received \$6,000. The funds had to be spent during the 2020 fiscal year, and we used it all to purchase PPE, cleaning supplies, and some equipment. Mamie is keeping a list of all COVID related expenditures and we do have a separate accounting for the \$6,000 that will be reviewed by the auditor.
- Please keep in mind that ARLS has state **MRR** (Major Renovation and Repair) funding to match 50% of the cost for any maintenance or repairs that your facilities may need. I encourage you to talk with your county officials or facilities managers to see if their maintenance schedule includes the local library. You can feel free to let your county/city officials know that there is 50% funding for many projects that they may have on their scheduled list. Please let me know if they have one. Some examples of possible projects: Parking lots resurfaced, interior or exterior painting, new flooring etc.
- The van has been wrapped with colorful artwork along with information, it is a true work of art. Valerie Bell, Sue Plaksin, and Donna Brumby are applying for an IMLS grant to turn the van into a hotspot to give our rural communities access to internet service.
- Computer sessions have been pushed back of Covid-19 spikes in active new cases. We will continue to monitor the cases and make a determination at a later date.
- **Wages & Benefits:** We are in a new fiscal year. During the last quarter, ARLS Boards agreed to pay staff to telework through the end of the fiscal year and while the buildings were closed. On behalf of the staff I want to thank you all. No one was laid off, furloughed, or terminated. Some staff resigned and we do have some pending unemployment claims that we are working through. We have some staff who are

considered medically fragile by the Governor's Executive Order and they continue to telework while sheltering in place. Staff physically in the building work on a block schedule, and most staff combine telework and physical presence. I am requesting that we continue to allow staff to telework as required.

- **In case of staff illness:** Sue Plaksin, Assistant Director Organizational Development & HR, has worked to develop a set of Coronavirus Standard Operating Procedures as part of the ARLS Sick Leave policy. These are the actions that will guide us if staff report coronavirus contact or illness. The document is attached for your review.
- We suspended **late fines** on library materials March 15th when the facilities closed. I have been in discussion with Toby Mayfield, Circulation Services Coordinator, about reinstating fines. Under the current circumstances, it may not be the most compassionate course of action at this time. Many residents are still without jobs, and patrons do not have access to browse our collections, and our service hours are still limited. Halting the collection of fines, may have an impact on revenues. However, it is my recommendation to our counties that we continue to suspend fines until the October Board Meetings or when the facilities open to the public for browsing, whichever comes first.

Old Business: None

New Business:

- Revised FY2021 Budget
- Executive Director Valerie Bell's Salary
- FY2021 Application for State Aid to Public Libraries
- FY2021 Signatory Authority
- Phases of Re-Entry Approach
- Telework Policy
- Library Fines
- Restricted Funds
- Face Mask Mandate
- Nomination Procedure

Announcements: None

Adjourn

With no further business, Chairman Westmacott called for adjournment at 4:46pm. (Motioned by Mr. Vernitico, Seconded by Ms. Shoemaker, unanimously approved)

Board Actions

Approval of Revised FY2021 Budget, unanimously approved. (Motioned by Mr. Lutz, Seconded by Mr. Campbell)

Approval of Executive Director Valerie Bell's Salary, unanimously approved (Motioned by Ms. Norris, Seconded by Mr. Vernotico)

Approval of FY2021 Application for State Aid to Public Libraries, unanimously approved (Motioned by Mr. Shapiro, Seconded by Mr. Timmons)

Approval of FY2021 Signatory Authority, unanimously approved (Motioned by Mr. Campbell, Seconded by Mr. Lutz)

Approval of the updated Phases of Re-Entry approach to library services, unanimously approved (Motioned by Mr. Thomas, Seconded by Mr. Vernotico)

Approval for the continuation of staff to combine telework and physical presence while under coronavirus pandemic block scheduling and social distancing, unanimously approved. (Motioned by Ms. Shoemaker, Seconded by Mr. Thomas)

Approval for the suspension of fines until the October Board Meetings or when the facilities open to the public for browsing, whichever should occur first, unanimously approved. (Motioned by Mr. Campbell, Seconded by Mr. Lutz)

Approval to restrict end of the year funds in the following manner:

- \$2,200 the annual cost of our employee assistance program. This program covers all staff full and part-time.
- \$3,200 in the van wrap reserve restricted fund. This would be used to equip the courier van as a roving hotspot.
- \$3,600 in the grant writer/consultant. I believe there will be grant opportunities over the next year to which we will be eligible and should apply.
- \$12,000 for COVID related supplies, equipment, or services. This is to support and supplement the county branches during this pandemic time.
- \$13,000 Strategic Planning Consultant.
- \$25,098 of the remaining balance would go in unrestricted reserve.

Unanimously approved. (Motioned by Mr. Timmons, Seconded by Mr. Vernotico)

Approval of mandated face mask required on all patrons to enter library, unanimously approved. (Motioned by Mr. Timmons, Seconded by Ms. Norris)

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of October 15, 2020 Meeting

Virtual Meeting through Zoom 3:30 pm

Meeting was called to order at 3:30 p.m. by Chairman Westmacott. Present were Ms. Bryant, Mr. Campbell, Ms. Darnell, Mr. Lutz, Ms. Norris, Mr. Rice, Ms. Shoemaker, Mr. Thomas, Mr. Timmons, Mr. Vernotico and Ms. Westmacott. Absent was Ms. Booth and Mr. Shapiro. Staff attending were Ms. Bell, Ms. Eades, Ms. Fike, Ms. Mead, Ms. Moncrief, Ms. Plaksin, Ms. Shull, and Ms. Schumann.

The Minutes of July 16, 2020 board meeting were unanimously approved. (Moved by Ms. Shoemaker, Seconded by Mr. Timmons)

The adoption of current Agenda was unanimously approved (Moved Mr. Vernotico, Seconded by Mr. Campbell)

Public Comment - None

Announcement

Chair Westmacott thanked the Board members that will be leaving after this term for their time and service to their County and Regional Boards.

Chair Westmacott especially thanked Mr. Vernotico for all that he has done for the Oglethorpe Board as well as Regional.

Ms. Darnell - Thanked Mr. Thomas for being a wonderful board member and a very excellent Chair of the A-CCL Board.

Financial Report:

- FY21 1st Quarter Financial Report unanimously accepted.

Regional Reports

Athens-Clarke County:

Mr. Thomas would like to thank Valerie Bell and the Regional Board for the response to to Covid-19 pandemic. The libraries would not be in the great position they are in without Valerie's leadership and the Board's support.

Winterville has not been recognized enough, the small library has been a great presence in that community. They will be increasing board members in January and the Friends of Winterville Library made a large contribution to purchase more materials for the branch.

There will be staff changes at East Athens & Lay Park Community Centers as well as Pinewoods branch with the addition of an Engagement Specialist where that person would do more outreach in their respective communities.

We did not receive the grant applied for to install a hearing loop in the A-CCL main library but are looking in other directions for funding.

There will be changes to the DMC and Computer Classroom to make it more usable.

We will have early voting again at the A-CCL branch for the 2020 General Election.

Grab & Go has been a hit, patrons are really enjoying coming back into the library.

Fines have been reinstated.

Time capsule removed from under the Confederate Memorial from downtown Athens once

opened will be housed at the library. There is no money needed from the library for this process. The Heritage room will be reviewing the contents and they will be on display. Mr. Thomas announced that Ms. Jane Russell is the new Chair of Athens-Clarke County Board of Trustees.

Franklin County:

Budget is still being worked on. The Board of Education is reviewing their possible contributions.

Received a \$5000 donation from patrons to help balance the budget.

Curbside service is going so there was another waiting line put in the parking area.

The community was allowed to use the food that was planted in the library's garden since we were unable to have any programs. So no food went to waste and it helped patrons during the pandemic.

Madison County:

Patron visits are up 160% due to Grab & Go. The branch has received over 4000 calls from patrons. The wireless use is also up over 160% as well.

A Red Cross blood drive was held on August 3rd.

The library had a booth at the Madison County Fair in September.

Jennifer Ivey has been accepted into the Appalachian Leadership Group

Friends of the Library had a Concierge Book Sale, sold by the Author.

Oconee County:

Partnering with the Upper Oconee County Watershed group to offer more services.

Oconee branch has 3 part time positions available.

Watkinsville Friends of the Library cancelled the Fall book sale but are hoping to have a mid-winter possibly February sale.

Bogart has had a large turnout for their YA craft and virtual programs.

Bogart Friends of the Library has closed its store for now.

Oconee County Schools are partnering with GPLS to participate in the PINES student card program.

Oglethorpe:

Michael Garner will replace Ruth Vernotico as Chair of the Oglethorpe Board of Trustees and ARLS Board representative.

The Oglethorpe branch has seen some resistance from patrons when asked to wear masks but the staff has been able to politely talk patrons into wearing them.

The Rotary Club will be donating pending their budget.

The Friends of the Library donated \$1000 to the branch.

The Oglethorpe Board of Commissioners decided no increase in revenue for FY21 for the library.

The county will be improving the HVAC system.

Director's Report:

We have been remarkably busy this quarter. I absolutely must thank the members of the Resource Team and all the Branch Managers who have worked tirelessly in their areas of expertise. They have done an amazing job for the library and provided the example of a willingness and can-do attitude throughout our region.

- Wendy Cornelison, Assistant State Librarian, was awarded the 2020 ASGCLA Leadership & Professional Achievement Award. ASGCLA is an acronym for the Association of Specialized Government and Cooperative Library Agencies. It is a division of the American Library Association.
- There is a **student card pilot project** that PINES is working through. We have received a request to participate from Oconee County schools. Basically, it ensures that all public school students have access to a library card. I have a question about how many other counties are interested in doing the same for their public schools. It involves an MOU with the school district.
- In addition to our website, we have created a system wide **Intranet** for staff to access library resources, forms etc. Right now, we are focusing on all COVID forms, signage, talking points and instructions. Many thanks to Sue Plaksin who created the site and to the Resource Team for adding to it and keeping it updated.
- We have distributed all staff **scripts** to use when patrons ask about our Grab and Go service as well as our rule to wear masks. I know that you all may receive similar questions, so the script is attached for your convenience.
- We began **Grab and Go service** to the community on Monday, September 28th for most branches and on October 5, 2020 for ACCL. For the most part reports are that things have gone smoothly, and patrons are glad to be back in the library. There are two counties that are experiencing some complaints from patrons, we are working with them separately to try to mitigate the complaints.
- Thanks to the creativity of Rhiannon Eades, our Public Information Officer and Caleb Guice, our PR Intern, we created this [video](#) welcoming our patrons back. We have received great feedback from the video.
- We will begin **reinstating fines** on October 10th. We waited to ensure our patrons had enough notice to return items before they became overdue.
- Attached to this document are **talking points** we developed for staff to use when patrons have questions about wearing masks in the building and about our grab and go services. I am sharing them with you in case you are asked similar questions.
- With the grab and go service, we have purchased additional cleaning supplies, equipment, and PPE for staff. We used regional funding for most of these supplies, but from now on, COVID supplies and equipment will need to come from each county's supply budget.
- Due to the purchase of additional supplies for Grab and Go service, the \$3,000 that was set aside in the restricted budget has been spent. I request that we transfer an additional \$3,000 from restricted funds for incidental service that may be needed. For example, if one of our facilities has a COVID outbreak, we will need to professionally sanitize the space. *(Action Item)*
- **Policies:** Rather than changing all of our policies to suit the pandemic, we have created a separate pandemic policies document for your review and approval. We have changed the Social security policy to include those on staff (there are 3 of us) to begin receiving social security benefits. All of the paperwork for the State and the Social Security Administration has been submitted. Both policies (attached) have been sent to the policy committee for their review and recommendation to the Board. *(Action Item)*

- I would still like to offer the **library van** as a hotspot that we can take around to the various counties, to aid students and patrons with broadband access. We can add solar panels to the top of the van so that we will not have to keep the motor running while we are servicing the community. The estimated cost to retrofit the van for hotspot use is \$3,200. The estimated cost for the solar panels is being researched. We still have \$7,600 in the restricted budget for the van. I would like to use that to retrofit the van for this purpose. *(Action Item)*
- Because so much of the library's work is being done online, we have increased our **cyber security insurance** from \$200,000 to \$500,000. This will cost an additional \$58 per year. I believe it is well worth the extra money. *(Action Item)*
- Due to Coronavirus, we will not be holding our annual **Staff Development Day** this year. Because the staff has worked so hard under difficult and sometimes stressful conditions, I would like to use the allotted \$2,000 to provide lunch for each of our branches as a thank you for the last several months. *(Action Item)*
- **Tutoring service:** I have always wanted to add a tutoring service to aid students and adults in their learning needs. During this pandemic we recognize that many of his students (and parents) are seeking additional support through tutors or homework help programs. Currently, none of our county boards of education offer free tutoring to students. At my request, Assistant Director, Trudi Green investigated two online tutoring services, Tutor.com and Brainfuse. (I investigated a tutoring company called "Paper" ; they offer 24/7 unlimited tutoring hours, but the cost for the service is \$33,565 annually. A bit high for us.) At the last meeting, we placed \$25,000 in unrestricted reserve, it is possible to use some of that for a tutoring service. Trudi's recommendation is attached for your review. The costs are annual.

Committee Reports:

Finance - None
 Vanguard - None
 Policy -
 Pandemic Policy - Unanimously Accepted
 Social Security Addendum - Unanimously Accepted
 Personnel - None
 Nomination - Executive Board
 Chair John Timmons
 Vice Chair - Harry Rice
 Treasurer - Mark Campbell

Old Business: None

New Business:

- Approve 2021 Scheduled Library Closings & Holidays
- Approve Independent Contract - TRS
- Approve Changing Bank Signatures
- Approve Additional Covid-19 Funds Request
- Approve Retrofit Library Van with Solar Panels for Hot Spot Use
- Approve an Increase in Cyber Security Insurance
- Approve Staff Development Day Changes

Announcements: None

Adjourn

With no further business, Chairman Westmacott called for adjournment at 4:39pm. (Motioned by Mr. Timmons, Seconded by Mr. Thomas, unanimously approved)

Board Actions

- Approval of Minutes, Regular Meeting, July 16, 2020 . Unanimously Approved.
(Motioned by Ms. Shoemaker, Seconded by Mr. Timmons)
- Adopt the October 15, 2020 Meeting Agenda, Unanimously Approved, (Motioned by Mr. Vernotico, Seconded by Mr. Campbell)
- Approval of Financial Report - FY21 - Q1, Unanimously Approved
- Approval of Pandemic Policy, Unanimously Approved, (Motioned by Mr. Timmons, Seconded by Mr. Lutz)
- Approval of Social Security Policy, Unanimously Approved (Motioned by Mr. Timmons, Seconded by Mr. Lutz)
- Approval of New Executive Officers
 Mr. John Timmons - Chair
 Mr. Harry Rice - Vice Chair
 Mr. Mark Campbell - Treasurer
Unanimously Approved, (Motioned by Ms. Westmacott, Seconded by Mr. Thomas)
- Approve 2021 Scheduled Library Closings & Holidays, unanimously approved, (Motioned by Ms. Shoemaker, Seconded by Mr. Vernotico)
- Approval of the Changing of Bank Signatures, unanimously approved, (Motioned by Mr. Timmons, Seconded by Mr. Lutz)
- Approval of Additional Covid-19 Funds Request (Motioned by Mr. Campbell, Seconded by Mr. Norris)
- Approval to Retrofit Library Van with Solar Panels for Hot Spot Use, Unanimously approved, (Motioned by Mr. Timmons, Seconded by Ms. Norris)
- Approval of an Increase in Cyber Security Insurance, unanimously approved (Motined by Mr. Lutz, Seconded by Mr. Norris)
- Approval of Staff Development Day Changes, Unanimously Approved, (Motioned by Ms. Norris, Seconded by Ms. Shoemaker)

- Approval of Tutoring Services, Approved with the following provisions:
 - Supported by each county's Board of Education
 - Aps are available and supported for any type of device
 - Explore available resources, access to Wi-Fi for students
 - Ease of operation during onboarding and access processes with training for staff to assist.
 - Capacity for service. How many people/questions can be handled at any given time and what is an average wait time?
 - This program targets students who are in need.

If Director Valerie Bell feels this program meets the above criteria then she has the authority to move forward with a purchase on a trial basis of a 1 year program from Tutor.com for \$15,000.